



**Fiscal Agent Agreement – Workforce Development  
Workforce Innovations and Opportunity Act (WIOA) Regional Plan and Budget  
April 10, 2026 – June 30, 2027**

This Agreement is between Anoka County Workforce Development Board, County of Dakota, by and through the Dakota-Scott Workforce Development Board, Hennepin-Carver Counties Workforce Development Board, Workforce Innovation Board of Ramsey County, Washington County Workforce Development Board and the City of Minneapolis Workforce Development Board and the Minnesota Association of Workforce Boards (MAWB).

**I. Purpose**

- a. The metropolitan area of Minnesota's Workforce Development Boards are designated as Metro Region 4. Metro Region 4 consists of Anoka County, Dakota-Scott, Hennepin-Carver, Ramsey, Washington and City of Minneapolis.
- b. Metro Region 4 received Workforce Innovation and Opportunity Act (WIOA) Regional Planning funds from DEED. MAWB is the oversight and administrator of the funds from DEED.
- c. Metro Region 4 has submitted a WIOA Funds for Regional Plan Implementation Budget Plan and Addendum which is Attachment A.
- d. Metro Region 4 in the past has experienced difficulties in varying levels of procurement for each of our respective systems, leading to challenges in regular spend down of the regional funds allocation due, in large part, to the administration of the funds.
- e. Metro Region 4 desires to designate a fiscal agent to ease these challenges.
- f. Anoka County Workforce Development Board through the Anoka County Job Training Center staff is qualified and willing to act as the Fiscal Agent for fiscal and administrative responsibilities for Region 4 allocation.

**II. Term**

This Agreement begins April 10, 2026 or the date of the last required signature and shall terminate on June 30, 2027.

**III. Duties**

- a. The Anoka County Job Training Center will receive and process all invoices on behalf of Region 4 (stated above) and send the Reimbursement Forms to MAWB.

- b. The Anoka County Job Training Center staff will be the point of contact for the organizations invoicing for outcomes related to the Region 4 Work Plan, Attachment A and approved by MAWB and the Department of Employment and Economic Development (DEED). Final invoices for services must be submitted to Anoka County Job Training Center by June 30<sup>th</sup>, 2027.
- c. MAWB will reimburse Anoka County Job Training Center for Region 4 activities (includes the local portions for the Metro Region 4 counties listed above) for services provided during the term of the Fiscal Agent Agreement.
- d. Invoices and reporting requirements will be processed monthly for services provided in the grant timeframe and outlined in the Region 4 Regional Work Plan, Attachment A. A final invoice for services must be submitted by Anoka County Job Training Center to the MAWB by July 16, 2027.

**IV. Budget and Reimbursement**

- a. To support the increased administrative duties, Anoka County shall be reimbursed 7.5% of the Region 4 allocation of \$132,075.00. This fee equals and shall not exceed \$9,906.00 (nine thousand nine hundred and six dollars and zero cents).

**V. Additional Terms**

- a. This agreement may be terminated for any reason, at any time by any party by giving 30 days' advance written notice to the signatories below for each party. Termination by one party constitutes termination of the entire agreement. Upon early termination, Anoka County shall be entitled to compensation for work completed up to the date of termination.
- b. This agreement may be materially amended or extended upon a written agreement signed by all parties.
- c. The laws of the State of Minnesota shall govern this agreement.
- d. Anoka County will hold harmless, indemnify, and defend the Parties, their commissioners, officers, agents, and employees against any and all claims, expenses, losses, damages or lawsuits for damages arising from or related to providing or failing to provide Fiscal Agent Services, including but not limited to, the negligence of Anoka County, its agents, employees, or subcontractors in performing Fiscal Agent Services or failing to fully perform, in any aspect, all obligations under this Agreement

Each party, by signing below, agrees to be bound by its provisions and the activities, services and budget outlined in the Region 4 WIOA Regional Work Plan and Budget to the extent agreed to and submitted to DEED and MAWB by each party below.

**Anoka County**

**City of Minneapolis**

\_\_\_\_\_  
Kate Heffernan, Chief Human Services Officer

\_\_\_\_\_  
Deb Bahr-Helgen, Director

**County of Dakota, by and through the  
Dakota-Scott Workforce Development Board**

**Hennepin-Carver Counties**

\_\_\_\_\_  
Marti Fischbach, Community Services Director

\_\_\_\_\_  
May Xiong, Chief Workforce  
Development Officer

\_\_\_\_\_  
Justin Hagel, County Attorney

**Washington County**

**Ramsey County**

\_\_\_\_\_  
Stan Karwoski, Commissioner

\_\_\_\_\_  
Catrice O’Neal, Director

\_\_\_\_\_  
Patrick Collins, County Attorney

**Minnesota Association of Workforce Boards**

\_\_\_\_\_  
Cate Duin, Director